

### IEP Interchange FAQs

#### **I'm confused, I've heard a lot of talk about Enrich, the ESSU Statewide Data Management System, IEP Interchange, Data Pipeline; can you tell me what's what?**

Data Pipeline is CDE's replacement for ADE. Within Pipeline there are various interchanges that collect data that is later used to generate Snapshots. One of these interchanges is the IEP Interchange, which collects the data for the Dec 1 and EOY snapshots.

The IEP Interchange is being developed as a part of the ESSU's Statewide Data Management System. This Statewide Data Management System was awarded to the software vendor, Excent/VC3, in response to an RFP conducted 2 years ago.

The ESSU Statewide Data Management System includes a variety of customized components, with two applications.

There is a local application, Enrich, which provides a comprehensive IEP system, designed by the teams at the Exceptional Student Services Unit, to drive compliance and include all of the current relevant business rules for local error validations for Level 1 edits. Many AUs (approximately 25 as of spring 2013) have "opted in" to our statewide project and have chosen to use Enrich as their IEP System. Doing so simplifies their state data reporting in that they will not have to build files to submit to the IEP Interchange, i.e., the system will do this for them at the click of a button.

In the ESSU Statewide Data Management System, there is also a state level application that includes a variety of components with functionalities such as electronic monitoring, data collections, reporting, and data exchange. As noted above, this application includes the IEP Interchange, i.e., the point of entry for the Data Pipeline for special education-related data. All data for the IEP Interchange will be submitted through this point of entry - either through the submission of the 3 flat files for the interchange or through an electronic command, "Submit", within Enrich. These data will feed the Pipeline where Snapshots will be run.

#### **I see that some demographic data is still being collected multiple times in multiple files in Pipeline. I thought in Pipeline these redundancies were being eliminated?**

Yes, a few demographic data fields are collected in each file in which student records are submitted as part of the RITS validation check. These fields are: SASID, First Name, Last Name, Gender and Date of Birth. Redundancies have been eliminated with regard to Race and Ethnicity, ELL Status and Primary Disability.

The IEP Interchange consists of 3 Files: 1) Student Special Education Participation, 2) Special Education Child and 3) Student Parent Association.

All Special Education Students normally submitted on either December Count or SPED EOY will be reported in the Student Special Education Participation file. However, data for the Special Education Child and Student Parent Association files will only be submitted if they are required. Student Parent Association data must be reported if your Administrative Unit is in the sample for the reporting school year for gathering contact information needed for Indicator 14; otherwise these data are not required. Most of the Special Education students will have a record in the Student Profile Interchange; therefore their demographic data will come from that source. However, if you have students who are NOT reported in the Student Profile Interchange, i.e., students who are not typically enrolled or associated with a school, such as Facility students, Parentally Placed Private School students, Part C evaluations, Preschoolers or students in SOPs, their demographic information will be reported via the Special Education Child file. The Special Education Child file will therefore only contain a small subset of your students, i.e., those whose demographic data are not reported through the Student Profile Interchange.

#### **How are Interchanges and Snapshots related?**

With the new Data Pipeline system, you will be submitting data files to the various interchanges throughout the year. Then, during the open window periods for Snapshots, such as the December Count window which is typically November to January, you will run a Snapshot. The creation of the Snapshot pulls the data from the various related interchanges to generate the data set needed for the December Count Snapshot Reports. So another way to think about this process is to view the Pipeline as a collection of interchanges and the Snapshots are subsets of data drawn from those interchanges.

What you traditionally know as level 1 edit checks will be run at the interchange level whenever a file is submitted. Level 2 edit checks are run only when you generate a Snapshot for a specific data collection, such as December Count or SPED EOY.

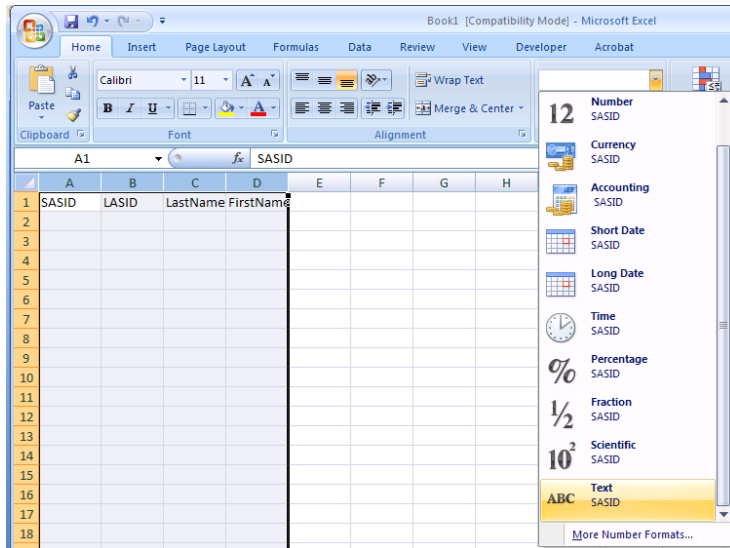
Regardless of what edit errors you receive, either level 1 or level 2, we strongly encourage you to go back to your source system to correct your data. That way all future data file submissions will include the corrected data. It will be possible to make online data corrections at the interchange level; however we suggest you reserve this capability for only those 11<sup>th</sup> hour changes that affect just a few records. Otherwise, please update the data in your source system and resubmit a new file to the interchange and rerun your Snapshot.

#### **What types of data files can be uploaded into the IEP Interchange? Will CDE provide Excel Templates like we used for ADE?**


The IEP Interchange will accept Fixed Width Text files, like you currently submit to the ADE, and CSV files.

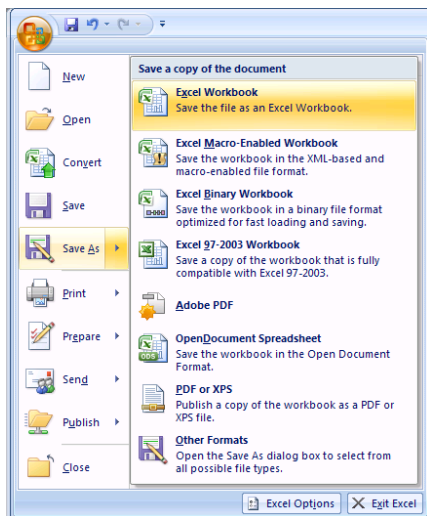
We may make available an Excel Template that will generate the needed files. However, you can also easily create CSV files yourself from any Excel file.

To create files in Excel and save them as CSV files, first be sure that all of your data columns have the cells formatted as “text”. To do so, select the columns with data, click the dropdown that reads “General” and scroll down to select “Text”. (see below)

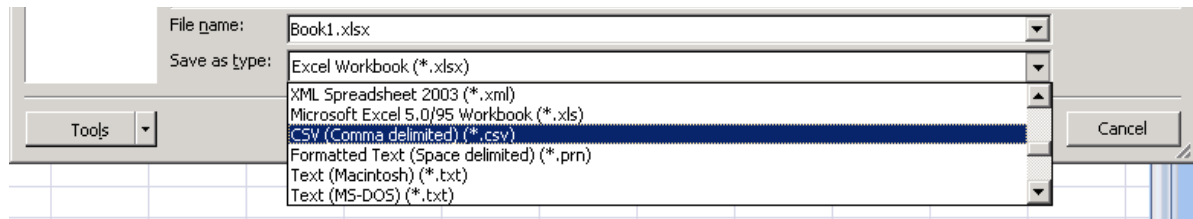


After entering all the data, create the CSV file by using the “save as” function.

If you are using Excel 2007 or a later version, enter the needed data, go to the Office button  in the upper left corner of the screen and choose “Save As”



Name the file, click on the dropdown for “Save as type:”, and choose “CSV (Comma delimited) (\*.csv)”



**How will the IEP Interchange work for those Administrative Units who ARE participating in the ESSU Statewide Data Management System?**

If your AU is using the local application, Enrich, of the ESSU Statewide Data Management System, you will not have to physically create the data files for the IEP Interchange. The system will create these files for you behind the scenes when you select the command to “gather” your data, which you can then “submit” to send to the IEP Interchange. You will not need to maintain static files of your data; the system is designed to automatically pull the right data for the reporting period and Snapshot windows. If desired, you will be able to download any or all of these 3 static files for your records. You will also be able to view all error validation reports.

**How will the IEP Interchange work for those Administrative Units who are NOT participating in the state project, i.e., the ESSU Statewide Data Management System with the local IEP system, Enrich?**

If your AU is not using the local application, Enrich, of the ESSU Statewide Data Management System, you will create the 3 flat files and upload those files to the IEP Interchange, as you do now for the ADE. You will need to create these files from your data systems on your end and upload the files in one of the accepted formats, CSV or Fixed Width Text. You will be responsible for making sure the data files you have in the interchange are applicable and valid for the Snapshots you will be generating from those files.